GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-07-P072

POSITION: Purchasing Agent, DS-1102-9

OPENING DATE: 5/14/08

CLOSING DATE: 05/27/07

IF "OPEN UNTIL FILLED"

SALARY RANGE: DS-9 $40,603 - $52,285 Per Annum

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M. Monday – Friday

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: DS-9

AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: One (1)

AGENCY: Child and Family Services Agency (CFSA),

DURATION OF APPOINTMENT: | X | Permanent | | Term (13 months to 4 years) NTE: _____
| | Temporary (Up to 1 year, Not-to-Exceed) _____

| X | This position IS in the collective bargaining unit represented by __AFSCME - LOCAL 2401__ and you may be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

__RESIDENCY PREFERENCE AMENDMENT ACT:__ An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:
Works as a Purchasing Agent in the Facilities Management Administration, responsible for monitoring the budget and tracking expenditures. Facilitates the acquisition of supplies, services, rental or lease of services by the use of Purchasing Automated Software System (PASS). Maintains budget records, central procurement records and tracking systems. Receives and processes all requests for equipment, supplies, and services for the CFSA. Acts as a liaison between end-users, managers, and the contracting office to establish and communicate purchasing requirements to vendors in order to obtain the most cost effective pricing for the agency. Items may include common supplies available off-the-shelf, items that are manufactured to order, complex equipment and/or specialized services. Prepares scope of work statements as attachment to electronic requisition in the PASS system. Prepares supporting procurement documents for approval by supervisors, administrators, Budgeting Office and the Contracting Office. Responsible for maintaining a monthly expenditure log of vendor transaction payments. Prepares as needed expenditure reports of available funds remaining on open purchase orders. Prepares budget reports for administrator's approval concerning the departments' expenditures as requested. Prepares certifications of Request for Vendor Payment Requests. Ensures the Office of Finance receives copies and communicates any delinquent vendor payments as information becomes available. Prepares billing reconciliation reports on vendor files as needed. Coordinates with the Office of Finance concerning vendor payments. Responds to internal and external customers concerning payment obligations.

QUALIFICATION REQUIREMENTS:
One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Analytical ability and technical knowledge of accounting processes to prepare budgets, track vendor payment processes and prepare statements-of-work for acquisitions for facilities, telecommunications and fleet management staff.
2. Knowledge of organization management operating principles related to the purchase of goods and services;
3. Operational knowledge of purchasing automated software systems sufficient to locate, add, and retrieve information to generate reports and track expenditures;
4. Knowledge of standard computer software systems and spreadsheets (MS Word, Excel, Access); and
5. Demonstrated superior customer service skills and the ability to communicate effectively orally and writing.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:

MAIL TO: **Child and Family Services Agency**
Human Resources Administration
400 6th Street, SW
Washington, DC 20024
FAX TO: **(202) 727-5750**
EMAIL TO: **cfsa.jobs@dc.gov**

WALK-INS: **955 L'Enfant Plaza, 5th Floor**
Washington, D.C. 20024

WEBSITE: **www.cfsa.dc.gov**
TELEPHONE: **(202) 724-7373**

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBLILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY HUMAN RESOURCES ADMINISTRATION